

ADC Directive

4.170 3/26/93

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

1. PURPOSE

To provide guidelines for membership and payment of dues to professional organizations.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 2.052 dated 2/10/92.

3. POLICY

ADC employees are encouraged to actively participate in professional organizations, societies, meetings, and activities that are beneficial to APHIS and enhance the professionalism of the employee.

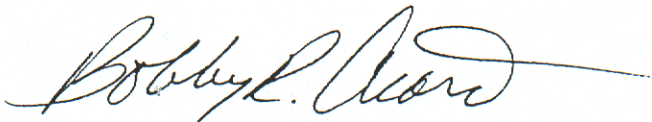
Government funds may not be used to pay for an employee's individual membership in a professional organization. However, Agency funds may be used to pay for office membership with the approval of the appropriate Director, State Director, or Deputy Administrator. Office memberships should be in the name of the Director, State Director, or Deputy Administrator seeking the membership. The appropriate business address will be listed as the mailing address. Newsletters, proceedings, journals, or other material provided as a result of membership are Government property and will be made available to ADC employees.

4. PROCESSING INSTRUCTIONS

Office membership dues may be paid using a U.S. Government VISA card or by submitting a Form AD-700, Procurement Request, to the APHIS Field Servicing Office. The procurement request should clearly state the benefits of membership to APHIS/ADC.

5. REFERENCE

ADC Directive 4.305, Meetings and Conferences (3/26/93)



Deputy Administrator